

Position description

Title	Senior Partnerships and Engagement Officer, National Suicide Prevention Office
Classification	APS 6
Salary	\$95,190 plus 15.4 percent superannuation
Employment status	Ongoing/non-ongoing
Employment type	Full-time
Agency	National Mental Health Commission*
Reports to	Director, Partnerships and Engagement, National Suicide Prevention Office
Supervises	N/A
Location	Sydney/Canberra Flexible work and regular work-from-home arrangements are available.

**As announced in the 2024-25 Budget, the National Mental Health Commission and the National Suicide Prevention Office will transfer into the Department of Health and Aged Care as a non-statutory office on or before 1 October 2024. This change does not impact the ongoing nature of this role.*

ABOUT US

National Suicide Prevention Office

The National Suicide Prevention Office (NSPO) was established in January 2022 as a specialist office located within the National Mental Health Commission. The NSPO is tasked with leading a coordinated, whole-of-governments approach to suicide prevention.

The NSPO aims to guide and support all levels and parts of government to take coordinated, comprehensive and consistent action to reduce suicide and suicidality, including through:

- Developing a whole-of-governments National Suicide Prevention Strategy.
- Embedding lived experience at the core of decision making to ensure policies and programs meet the needs of those impacted.
- Monitoring and reporting on national progress, enhancing data collection, and building evidence to support decision-making and improve outcomes.
- Building capacity and capability of government systems, service providers, and community networks to respond early and provide coordinated, compassionate support.

Currently the NSPO is focused on developing the National Suicide Prevention Strategy and developing a National Suicide Prevention Outcomes Framework for monitoring and reporting progress in suicide prevention.

The work of the NSPO is informed by people with lived and living experience of suicide and draws on the rich combined knowledge and expertise of individuals, communities, service providers, advocates, researchers and government agencies across portfolios and jurisdictions.

More information is available at <http://www.mentalhealthcommission.gov.au/nspo>

The National Mental Health Commission

The National Mental Health Commission (the Commission) provides expert advice to the Government on Australia's mental health and suicide prevention system, including through undertaking system performance monitoring and reporting, engaging with consumers of mental health and suicide prevention services and their carers, and leading a national whole-of- governments approach to suicide prevention.

More information is available at www.mentalhealthcommission.gov.au

The Partnerships and Engagement Team

The Partnerships and Engagement Team nurtures partnerships to ensure that the voices of lived and living experience guide and inform the work of the NSPO; fosters collaboration with governments, researchers and the suicide prevention sector to drive a national whole-of-governments approach to suicide prevention; and helps maintain transparency and accountability of the NSPO through accurate public communication and operational tracking and reporting.

The Partnerships and Engagement team works closely with the whole NSPO team, including the Head, to ensure that the organisation achieves its national policy objectives. Key deliverables include lived experience partnerships, stakeholder forums, interjurisdictional working groups, government, and public communication materials.

THE ROLE

The Senior Partnerships and Engagement Officer reports to the Director, Partnerships and Engagement.

The role provides project management and administrative support to the NSPO team to ensure effective engagement with people with a lived and living experience of suicide, community members, service providers and governments to inform the development of key pieces of work. The role will be responsible for secretariat functions such as managing document workflow, database maintenance, coordinating and documenting internal and external communication, minute taking and paper collation and preparation, arranging meetings and travel, preparing supporting material for effective engagement and working effectively with suppliers.

The Senior Partnerships and Engagement Officer will be expected to assist the NSPO to remain compliant with Australian Public Service procedures through effective records and information management.

This position provides a unique opportunity to be part of a small and committed team with a guiding role in the reform of Australia's suicide prevention system.

The ideal candidate will have experience in developing partnerships and stakeholder relationships and/or project management. They will have strong experience in contributing to engagement activities that inform systems change, either at the community level, or within government. Experience within the mental health and/or suicide prevention sectors, or in working with communities that are disproportionately impacted by suicide will be highly regarded. Skills in cross-cultural communication will also be valued.

KEY RESPONSIBILITIES

- Engage with and maintain positive relationships with a diverse range of stakeholders, including those with a lived and living experience of suicide, staff within government, suicide prevention service providers, and community members.

- Support stakeholder engagement, including coordination of meetings and stakeholder forums, and ensuring that input and feedback informs the broader work of the NSPO.
- Engage and communicate professionally with a diverse range of internal and external stakeholders, both in-person and via digital channels such as websites and e-news software.
- Support the NSPO through secretariat functions such as managing document workflow, preparing papers, maintaining databases, being a key point of contact with suppliers, arranging meetings including preparing papers and reporting minutes, booking travel, and procuring requirements to support in-person meetings, and preparing supporting material for effective engagement.
- Assist with delivery of organisational communication and reports, including Ministerial briefs and submissions, senate estimates briefs and any other government reporting requirements.
- Support NSPO operations by ensuring effective records and information management.
- Build strong relationships and work effectively with external stakeholders and staff across the NSPO.

CAPABILITIES – APS 6

See here: [Integrated Leadership System \(ILS\) APS 6 profile Australian Public Service Commission \(apsc.gov.au\)](https://apsc.gov.au/integrated-leadership-system-ils-aps-6-profile)

1. Supports strategic direction

2. Achieves results

3. Supports productive working relationships

4. Displays personal drive and integrity

5. Communicates with influence

6. Job specific criterion

- Strong experience in achieving results through project management and administration of engagement activities that inform systems change, either at the community or government level.
- Strong stakeholder engagement skills with the ability to communicate professionally, as well as engage and maintain positive working relationships with a diverse range of internal and external stakeholders.
- High quality written work with the ability to write in a variety of formats tailored to audience needs and meeting business requirements including structuring messages clearly and succinctly.
- Relevant qualifications including in community advocacy, public policy, business administration, communication or similar would be an advantage.

Working with us

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people with a lived and living experience of suicide, Aboriginal and Torres Strait Islander people and all diversity groups are encouraged.

Remuneration

This position is at the APS6 level with a salary of \$95,190 plus 15.4 per cent superannuation.

Tenure

The successful candidate will be offered ongoing and non-ongoing employment. A merit list will be created for future ongoing and non-ongoing vacancies that become available within 18 months of advertising.

Eligibility

To be employed by the National Mental Health Commission applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship. All successful applicants for this position will be asked to complete pre-engagement checks including a police check.

HOW TO APPLY:

Applications are to include:

- **Candidate application form** - downloaded from the Commission employment page.
- **A statement of claims** (800 words maximum) - addressing the APS 6 capabilities and job specific criteria, outline why you consider that you have the skills, capabilities, knowledge and experience to be considered for this role with reference to the key responsibilities.
- **Your Resume** - that sets out relevant qualifications and experience; and
- **Two referees** - with names and contact details. Referees will only be contacted after discussing with candidate.

The **preferred method of submission** of applications is to **email** one document, preferably in **Word format** to: recruitment@mentalhealthcommission.gov.au

Contact:

If you require further information on the position - please contact Ina Mullin, Director, Partnerships & Engagement, National Suicide Prevention Office. M: 0412 377 217

Some tips for preparing your application:

- Your statement of claims should address the APS 6 capabilities and job specific criterion as well as reference the key responsibilities for this role.
- Keep your application succinct and easy to read.
- It is important that the information in your application is correct, particularly dates and contact details.
- Clearly nominate whether your previous workplace(s) is a government (Commonwealth, State or Territory), private sector, or community organisation. Particularly for government roles, please specify the level of position held.
- Include dates and details relating to your educational qualifications.

NB: This should preferably be in a single document for ease of handling.

We wish you all the best with your application.